

## Ordering Information

### Unprinted Envelopes – SECTION IV

Awards are granted to listed vendors.

VENDORS	ORDERING & DELIVERY	Pricing Available to Political Subs	BPC Card use
<b>MEADWESTVACO CORPORATION</b> 5612 95 <sup>th</sup> Avenue Kenosha, WI 53144 <b>PURCHASE ORDERS</b> Telephone: 800-551-4634 or 317-791-5216 Fax: 317-791-5282 FEIN: 31-1797999 Contact Person: Muhammad Safder <a href="mailto:muhammad.safder@mwv.com">muhammad.safder@mwv.com</a>		YES	YES
<b>SHAUGHNESSY, KNIPE, HAWK PAPER COMPANY</b> 14449 W. 100 <sup>th</sup> Street Lenexa KS 66215 Telephone: 866-204-9700 or 913-541-0080 Fax: 931-541-0808 FEIN: 43-0514770 Contact Person: George Fuchs <a href="mailto:georgefuchs@skhpaper.com">georgefuchs@skhpaper.com</a>	E-mail or fax orders.  <b>Delivery may exceed 5 calendar days if coming from the mill.</b>	YES	NO
<b>XPEDX</b> 3721 SW South Park Avenue Topeka, KS 66609 Telephone: 800-262-6284 OR 785-266-3340 Fax: 785-266-5821 FEIN: 13-0872805 Contact Person: Lisa Strube, Office Manager <a href="mailto:lisa.strube@ipaper.com">lisa.strube@ipaper.com</a> Tammy Johnston, Customer Service <a href="mailto:tammy.johnston@ipaper.com">tammy.johnston@ipaper.com</a> Linda Flanagan, Customer Service <a href="mailto:Linda.flanagan@ipaper.com">Linda.flanagan@ipaper.com</a>	<b>ONLINE ORDERING</b> is available; contact Lisa Strube via e-mail with the following information: Agency, Agency Contact, Agency Contact Phone Number, Agency Contact E-Mail <b>May exceed 7 calendar days if coming from the mill.</b> <b>DELIVERY IS TO THE DOCK.</b>	NO	YES

**Group 31****Envelopes, coin, brown kraft, unglazed, 20 lb., open-end style, center seams, gummed flaps:**

Manufacturer: MeadWestVaco Generic and Columbian brands

Contractor: **MEADWESTVACO**

Carton pack varies; check with manufacturer.

Item No	Description	Full Carton
31.01	No. 1, 2 1/4" x 3 1/2", 500/ 10	11.83/M
31.02	No. 3, 2 1/2" x 4 1/4", 500/ 10	12.50/M
31.03	No. 6, 3 3/8" x 6", 500/ 10	18.36M

**Envelopes, commercial, brown kraft, unglazed, 20 lb., diagonal seams.**

Item No	Description	Full Carton
31.04	No. 9, 3 7/8" x 8 7/8", 500/ 5	36.72/M
31.05	No. 10, 4 1/8" x 9 1/2", 500/ 5	25.30/M
31.06	No. 14, 5" x 11 1/2", 500/ 5	36.21/M

**Envelopes, same as 31.05 above except with window; size of 1 1/8" x 4 1/2"; position of 7/8" from left and minimum 5/8" from bottom.**

Item No	Description	Full Carton
*31.07	No. 10, 4 1/8" x 9 1/2", 500/ 5	18.11/M

**Envelopes, brown kraft, unglazed, 28 lb., OPEN-END STYLE, center seams, gummed flaps (except where noted), with or without metal clasp as indicated.** (When packed envelopes without clasps have flaps folded; envelopes with clasps have flaps extended). *Carton packs vary. Check with vendor on pack size.*

Item No	Description	Full Carton
31.08	#11, 4 1/2" x 10 3/8", regular, (ungummed), 500/5	42.84/M
31.09	6" x 9", regular,	26.52/M
31.10	6" x 9", clasp,	35.55/M
31.11	6 1/2" x 9 1/2", regular,	28.56/M
31.12	6 1/2" x 9 1/2", clasp,	40.75/M
31.13	7 1/2" x 10 1/2", regular,	42.33/M
31.15	7 1/2" x 10 1/2", clasp,	44.90/M
31.16	9" x 12", regular,	38.00/M
31.17	9" x 12", clasp,	43.39/M
31.18	9 1/2" x 12 1/2", regular,	41.21/M
31.19	9 1/2" x 12 1/2", clasp,	40.60/M
31.20	10" x 13", regular,	41.37/M
31.21	10" x 13", clasp,	50.33/M
31.22	10" x 15", clasp,	66.30/M
31.23	11 1/2" x 14 1/2", regular,	61.20/M
31.24	11 1/2" x 14 1/2", clasp,	76.39/M
31.25	12" x 15 1/2", regular,	80.58/M
31.26	12" x 15 1/2", clasp,	76.00/M
31.27	12" x 18 1/2", clasp	No Award

**Group 32****Envelopes, brown kraft, unglazed, 28 lb., open-end style, center seams, flaps with re-useable adhesive.**

Manufacturer: MeadWestVaco Generic &amp; Columbian Brand

Contractor: **MEADWESTVACO**

Item No	Description	Full Carton
32.01	6 1/2" x 9 1/2", 100/5	45.90/M
32.02	9" x 12", 100/5	112.20/M
32.03	10" x 13", 100/5	82.26/M

**Group 33****Envelopes, 28 lb. Unglazed Kraft, and white, open-end style, center seams, flaps with Peel N Seal adhesive for one-time use.**

Manufacturer: Quality Park

Contractor: **SHAUGHNESSY KNIEP HAWK**

Item No	Description	Full Carton
33.01	9" x 12", brown, 100/5	84.33/M
33.02	10" x 13", brown, 100/5	98.00/M
33.03	9" x 12", white-wove, catalog, 500/1	86.71/M
33.04	10" x 13", white - wove, catalog, 500/1	104.59/M
33.05	7 1/2 " x 10 1/2 ", white kraft, booklet, open side, 100/5	No Award
33.06	10 " x 13", white wove, booklet, open side, 100/5	81.59/M

**Group 34****Envelopes, No. 1 white wove, 24 lb., commercial style with diagonal seams and rounded flaps.**

Manufacturer: MeadWestVaco Generic &amp; Columbian Brand

Contractor: **MEADWESTVACO**

Item No	Description	Full Carton
34.01	No. 6 3/4, 3 5/8" x 6 1/2", 500/5	10.97/M
34.02	No. 7 3/4, 3 7/8" x 7 1/2", 500/5	12.00/M
34.03	No. 9, 3 7/8" x 8 7/8", 500/5	11.63/M
34.04	No. 10, 4 1/8" x 9 1/2", 500/5	12.19/M
34.05	No. 11, 4 1/2" x 10 3/8, 500/5	20.54/M

**Envelopes, No. 1 white wove, 24 lb., commercial style with diagonal seams and rounded flaps with clear poly window - size 1 1/8" x 4 1/2", Number 10 envelope window shall be positioned 7/8" from left side and minimum 5/8" from the bottom; all other windows positioned 1/2" from the bottom.**

Item No	Description	Full Carton
34.06	No. 6 3/4", 3 5/8" x 6 1/2", 500/10	66.31/M
34.07	No. 9, 3 7/8" x 8 7/8", 500/5	15.41/M
34.08	No 10, 4 1/8" x 9 1/2", 500/5	13.28/M
34.09	No. 11, 4 1/2" x 10 3/8", 500/5	52.14/M

**Group 35****Envelopes, No. 1 white wove, 24 lb., executive style with web diagonal seams construction, pointed flaps, Meadwestvaco or equal:**

Manufacturer: MeadWestVaco Generic &amp; Columbian Brand

Contractor: **MEADWESTVACO**

Item No	Description	Full Carton
35.01	No. 9, 3 7/8" x 8 7/8"	11.63/M
35.02	No. 10, 4 1/8" x 9 1/2"	12.19/M

**Envelopes, No. 1 white wove, 24 lb., executive style with web diagonal seams and rounded flaps with clear poly window - size 1 1/8" x 4 1/2", Number 10 envelope window shall be positioned 7/8" from left side and minimum 5/8" from the bottom. All other windows positioned 1/2" from the bottom, Meadwestvaco or equal:**

Item No	Description	Full Carton
35.03	No. 10, 4 1/8" x 9 1/2"	13.20/M

**Group 36****Envelopes, catalog, white wove, 24 lb., open-end style, center seams, gummed flaps, flaps folded.**

Manufacturer: MeadWestVaco Generic &amp; Columbian Brand

Contractor: **MEADWESTVACO**

Item No	Description	Full Carton
36.01	6" x 9", 500/ctn	26.32/M
36.02	6 1/2" x 9 1/2", 500/ctn	34.68/M
36.03	9" x 12", 500/ctn	38.15/M
36.04	9 1/2" x 12 1/2", 500/ctn	40.75/M
36.05	10" x 13", 500/ctn	45.70/M

**Envelopes, booklet, white wove, 24 lb., open side style, side seams gummed flaps, flaps folded.**

	Description	Full Carton
36.06	6" x 9", 500/ctn	19.13/M
36.07	6 1/2" x 9 1/2", 500/ctn	No Award
36.08	9" x 12", 500/ctn	37.03/M
36.09	10" x 13", 500/ctn	51.25/M

**Group 37****Envelopes, non-tearing, light weight, open-end, 14 lb., weather resistant, latex adhesive. For use of foreign mail and high-bulk mailing. "Tyvek" or equivalent.**

Manufacturer/Brand: Meadwestvaco Generic and Columbian

Contractor: **MEADWESTVACO**

Item No	Description	Full Carton
37.01	9" x 12", 100/5	221.78/M
37.02	10" x 13", 100/5	122.91/M
37.03	12" x 15 1/2", 100/5	367.47/M
37.04	10" x 13" with 1 1/2" expansion, 25/8	507.80/M

**Group 38 (New)****Envelopes, No. 1 white wove, 24 lb, commercial style, diagonal seams, rounded die-cut flap. Window to be clear poly, size 1 1/8" x 4 1/2", positioned 7/8" from left side and minimum 5/8" from bottom. Envelopes will be used by state agencies with older mail inserter equipment. Quantities are not established.**

Manufacturer/Brand:

Contractor: **XPEDX**

Item No	Description	Full Carton
38.01	No. 10, 4 1/8" x 9 1/2"	12.20/M
38.02	No. 10, 4 1/8" x 9 1/2", window	14.45/M

**GROUP 39**

**A-6 Envelopes, No. 1 white wove, 24 lb, 4 3/4" x 6 1/2". Estimated quantities are given. KUMC is requesting agency.**

Mfg. & Brand

Contractor: **XPEDX**

Item No	Description	Full Carton
3901	4 3/4" x 6 1/2"	19.70/M

## UNPRINTED ENVELOPES SPECIFICATIONS

**General:** All items furnished under this specification must:

- (a) Be die cut or web manufacture. If envelope quoted is make ready (diagonal seam) style, then split seal gumming is required. Refer to (e) under "Construction". Vendors are to note on bid which style is being quoted.
- (b) Be new, unused and manufactured from "fresh" envelope stock.
- (c) Be of the dimensions given.
- (d) Be manufactured in the most thorough and workmanlike manner consistent with the highest standards of the industry.

**Paper Stock:** All paper stock from which envelopes are manufactured shall be clean and free from imperfections and shall be suitable for writing on with ink.

- (a) Brown Kraft envelopes shall be manufactured from unglazed stock containing 100% sulphate pulp, and shall have the following basis weights and bursting strengths:

Basis Weights	20	24	28	32
Busting Strength	36	44	52	60

- (b) White wove envelopes shall be manufactured from No. 1 bond (brightness of 87), unglazed stock, free from unbleached or ground wood pulp; the ash shall not exceed 10%; the opacity shall be not less than 86%; and shall have the following basis weights and bursting strengths.

Basis Weights	20	24
Busting Strength	20	24

**Construction:** The construction of all items shall be in accordance with industry standards for manufacture of top-quality envelopes. Receipt of items manufactured from inferior materials or showing poor or careless workmanship will be considered "just cause" for cancellation of the contract.

- (a) The sealed flaps or seams shall be sufficiently wide to insure strength and sealed with such quantity and quality of adhesive to effect perfect and permanent adhesion.
- (b) Care must be exercised to prevent an excessive amount of adhesive on the seams, causing the seams to adhere to the inside of the envelope.
- (c) All adhesives used shall be free from ingredients which would tend to discolor the paper; they shall be clean and free from offensive odor; and they shall be of such consistency that they prevent curling of the envelopes after drying or premature adhesion of the sealing flaps.
- (d) Windows, where specified, shall be covered on the inside with a transparent window material glued securely on all edges so as not to interfere with insertion of contents. The transparent polystyrene window material shall be free of any condition which would prevent the address from being distinctly legible.
- (e) Group 4 envelopes shall be suitable for printing (offset, laser, etc.), automatic addressing, automatic insertion of material, and automatic sealing with all equipment in use by the State of Kansas. Commercial style envelopes with diagonal seams and rounded flaps are required on Group 4 envelopes. Envelopes are to be packaged with the top of the envelope at the top of the box.

**Packaging:** All items shall be packaged in quantities known as "standard" to the industry, in chipboard boxes and corrugated or fiber shipping containers.

- (a) Each box shall be labeled or otherwise clearly marked to indicate (1) contract number; (2) quantity contained in the box; (3) type of envelope; (4) size of envelope; and (5) basis weight of the envelope stock.

**Printing:** Imprinting of envelope items is not included in the specifications. No payments for imprinting will be authorized by the Director of Purchases.